

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-13

Date: August 11, 1998  
Expiration Date: 12/31/98  
69:56:tc/jb

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: SDA FISCAL MONITORING TRAINING

This is to announce the Capacity Building Unit (CBU) of the Job Training Partnership Division (JTPD) will provide a new training workshop on Service Delivery Area (SDA) Fiscal Monitoring. This one-day session is designed for both new staff and those with some experience in Job Training Partnership Act (JTPA) fiscal monitoring. The course will review: the scope of fiscal monitoring, the fiscal monitoring process, what are allowable costs, cost allocation/cost pooling, and where to focus your monitoring efforts. In keeping with CBU training guidelines, attendees should also plan for plenty of hands-on participation in this fast-paced training session.

The training session is scheduled for September 22, 1998, and is limited to 25 participants. It will take place at the Employment Development Department's Management and Staff Development Training Center, 1808 14th Street, Sacramento, California 95814, from 8:30 a.m. to 4:00 p.m. In accordance with Directive D95-8, travel costs will not be reimbursed by JTPD.

All SDA fiscal monitors who are interested in attending this training should complete and fax the attached registration form. The class will be filled on a first-come, first-served basis (of registrations received via mail or fax, not by phone) with a two-person limit per each SDA. Based on demand, future sessions may be scheduled in San Diego, San Francisco, and Riverside. Also, if your SDA is interested in hosting this training for your staff or neighboring SDA staff, please indicate your preference on the registration form.

If you have any questions, please contact Mr. Don MacMillan, CBU, at (916) 654-8308.

/S/ BILL BURKE  
Assistant Deputy Director

Attachment

## SERVICE DELIVERY AREA (SDA) FISCAL MONITORING TRAINING REQUEST FORM

This form should be completed and faxed to:

Employment Development Department  
Job Training Partnership Division  
Attention: Don MacMillan  
Fax: (916) 654-9657 or 654-9586

SDA Fiscal Monitoring training is requested on September 22, 1998, for the following individuals:

*Please print clearly*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

SDA: \_\_\_\_\_

SDA: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

This form may also be used to request SDA Fiscal Monitoring training from the Job Training Partnership Division's Capacity Building Unit (CBU). The CBU will provide the trainer for the one-day course, as well as the training materials, at no charge to SDA. In return, the host SDA agrees to provide a list of attending participants to the CBU in advance of the training date and provide adequate facilities for the class. Class size is limited to 25 participants.

Please indicate below your choices for potential training dates. These dates should reflect a minimum of 60 days lead time from the date of submission of this form, but no sooner than October 1, 1998, to allow for adequate planning.

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

Please indicate the person you would like us to contact regarding confirmation of your selected dates and arrangements for the training.

Name: \_\_\_\_\_

SDA: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Address: \_\_\_\_\_

This form is being submitted by: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_